



## ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

Being a member of a School Board involves many kinds of responsibilities and relationships. The information that is shared demands protocols that need to be understood and observed by all. Board members must know how to handle confidences, the action to take if matters are referred to them and how they should relate to the school community.

Members should be representative of the interests of all the partners in the College. The primary obligation to the Board is greater than any other obligation to a particular interest group by which that member has been appointed to the Board.

In accepting a position on the Board, members indicate they believe in its ethos, have a genuine interest in the College and wish to give something in return for the benefits they might have received as a student, parent or caregiver. In practice, this requires them to:

- acknowledge that schools are a significant expression of the mission of the Catholic Church;
- become more knowledgeable about the mission of Catholic education, as expressed in the College, and promote it sincerely to the various groups with whom they have contact;
- familiarise themselves with College/SACCS/Catholic Education Office/Diocesan policies in relation to school operations;
- recognise the need for and participate in formation and continuing education about School Board responsibilities;
- develop an understanding of the College's financial management, including a capacity to interpret the College's financial documentation;
- understand that they do not represent the Board without explicit authorisation of the Board;
- give the necessary time, thought and study to the work of the College Board in order to provide an effective service to the community;
- complete tasks necessary for committees and reports for each College Board meeting;
- support the Principal in authorised functions and refrain from intruding in administrative details;
- base personal decisions upon all available facts in each situation and act with honest conviction;
- abide by and uphold the final decision of the Board regardless of the personal stand taken on any issue;
- keep all confidences shared during College Board meetings;
- understand that statements and documents pertaining to Board matters are subject to laws relating to defamation, privacy and confidentiality;
- bring to the attention of the Board any direct or indirect financial or personal interest in a contract or decision being made by the Board and disqualify themselves from discussion and voting on such an issue;
- work with other Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during discussion;
- know appropriate processes.

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